

Instructions for Completing the Monitoring Survey Tool

DPI has developed a tool, the 21st Century Community Learning Center (21st CCLC) Monitoring Survey, for use in preparation for a site monitoring visit and review.

Purpose of the Monitoring Survey Tool

The Monitoring Survey Tool helps 21st Century Community Learning Center (21st CCLC) grantees and the DPI determine the extent to which CLC programs are:

1. following the requirements of the 21st CCLC grant program;
2. utilizing key promising practices in implementing the 21st CCLC program; and
3. achieving results consistent with the 21st CCLC program purpose.

The elements listed on the survey tool align with the requirements of the grant, as well as promising practices for CLC programs. In preparation for an on-site monitoring visit, CLC programs are required to complete the survey and return it to DPI in advance of the visit. Grantees are also expected to compile evidence related to each of the elements and present it to DPI staff on the day of the site visit.

How to Complete the Monitoring Survey Tool

The Monitoring Survey should be completed by a group of individuals knowledgeable about the CLC program at the specific site. This should include:

1. the CLC site coordinator
2. the principal or other school-level curriculum coordinator
3. representative(s) of key community partner(s)
4. one or more people who has administrative oversight over the CLC program in the school district

Those completing the survey may also include representative(s) of adult family members or others involved in the oversight of the CLC. This group should work together to complete a single survey. This could be done by completing the form individually and then collectively completing a single survey or by a group

discussion that results in a single survey. For each item on the survey, provide a single rating by the group that best represents the current operations of the program, along with a notation of the evidence supporting that rating.

Following completion, a copy of the survey should be sent to DPI at least two weeks prior to the scheduled DPI site visit.

DPI staff will verify the findings of the Monitoring Survey during the on-site visit. This will be done through talking with program leaders, reviewing evidence, and observing program facilities and activities.

Organization of the Monitoring Survey Tool

The assessment evaluates program implementation and outcomes in three areas:

1. following the requirements of the 21st CCLC grant program;
2. utilizing key promising practices in implementing the 21st CCLC program; and
3. achieving results consistent with the 21st CCLC program purpose.

Use of Monitoring Survey Results

The results of the survey will be used by the grantee and DPI to identify:

1. current strengths in the program;
2. areas for improvement;
3. areas for corrective action; and
4. needs for technical assistance.

The survey results and information collected through the site visit will be used to develop a summary report that will identify strengths, recommendations for improvement, and, if appropriate, areas for corrective action.